

State of California



Department of the Youth Authority

Open Spot Examination for
PHYSICAL TESTING AND EVALUATION SPECIALIST
Final Filing Date: September 9, 2004

It is an objective of the State of California to achieve a drug-free state workplace. Any applicant for state employment will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the law of the state, the rules governing civil service, and the special trust placed in public servants.

EXAMINATION TYPE This is a spot examination for Covina and Sacramento.

FINAL FILING DATE September 9, 2004

HOW TO APPLY State applications (Form 678) are available at Youth Authority offices and facilities; the State Personnel Board at 801 Capitol Mall, Sacramento; at the State Personnel Board's Web site, www.spb.ca.gov; and at offices of the Employment Development Department. Applications may be filed in person or by mail with:

Department of the Youth Authority
Personnel Management Services Division
4241 Williamsborough Drive, Suite 115
Sacramento, CA 95823

EXAMINATION INFORMATION Do not submit applications to the State Personnel Board. State applications must be **postmarked by the United States Postal Service** no later than the final filing date, **September 9, 2004**. Applications postmarked, personally delivered or received via interoffice mail after the final filing date will **not** be accepted for any reason.

If you have a disability and need special testing arrangements, mark the appropriate box in question 2 of the state application (Form 678). You will be contacted to make specific arrangements.

ORAL INTERVIEWS This examination will consist of a **qualifications appraisal interview weighed 100%**. In order to obtain a position on the eligible list, a minimum rating of 70% must be attained in the interview.

It is anticipated that interviews will be held during **October and/or November 2004**.

Competitors who do not appear for the interview will be disqualified.

Note: Accepted applicants are required to bring either a photo identification card or two forms of signed identification to the examination.

SALARY RANGE \$2,850.00 - \$3,465.00

REQUIREMENTS FOR ADMISSION TO THE EXAMINATION **Note:** All applicants must meet the education and/or experience requirements for this examination by the final filing date of September 9, 2004. It is your responsibility to make sure you meet the requirement stated below. Your signature on your application indicates that you read, understood, and possess the basic qualifications required.

Education:

Either

1. A bachelor's degree in exercise physiology, sports medicine or other exercise physiology-related curriculum
- or
2. A bachelor's degree in physical education with a minimum of 12 semester units in exercise physiology, sports medicine or physical fitness-related subjects. Successful completion of the National Teacher's Examination for Physical Education (K-12) administered by the Educational Testing Services may be substituted for the bachelor's degree in Physical Education.

(Registration as a Senior in a recognized institution by the **final filing date of September 9, 2004** will admit applicants to the examination under either of the above patterns, but they must produce evidence of graduation before they can be considered eligible for appointment.)

(Continued on reverse.)

REQUIREMENTS FOR ADMISSION TO THE EXAMINATION (Continued from reverse.)	<p><i>Note:</i> All applications must contain the following information on all exercise physiology, sports medicine, or physical fitness-related subjects:</p> <ul style="list-style-type: none">• Course title• Number of semester or quarter credits• Completion date
SPECIAL PERSONAL CHARACTERISTICS	Dependability; good judgment; integrity; tact and courtesy; possess and maintain the necessary physical strength to effectively manipulate and calibrate testing equipment; display interest and knowledge of health and physical fitness maintenance; willingness to travel.
ADDITIONAL DESIRABLE QUALIFICATIONS	Laboratory or field experience performing physiological testing and evaluation.
THE POSITION	A Physical Testing and Evaluation Specialist works as a member of a testing team that includes registered nurses, exam proctors, assistant proctors, and program coordinator in various locations throughout the State; administers and oversees physical ability tests (PATs) to peace officer applicants; maintains close supervision of candidates during the tests for early warning signs of possible emergencies; is responsible for maintenance of testing equipment to ensure its proper function; conducts formal and informal training for PAT proctors to ensure consistent and accurate test administration; serves as a PAT resource to the program coordinator and makes recommendations for program improvement.
EXAMINATION SCOPE	<p>In addition to evaluating the competitor’s relative abilities as demonstrated by quality and breadth of experience, emphasis in the examining interview will be on measuring competitively, relative to job demands, each competitor’s:</p> <p>Knowledge of:</p> <ol style="list-style-type: none">1. Principles and techniques of physical fitness testing and evaluation2. Basic principles of human anatomy and physiology3. Various methods of aerobic exercise4. Basic cardiopulmonary resuscitation5. Principles of effective training techniques6. Blood pressure reading before, during and after testing7. Maximal and submaximal exercise testing techniques8. The significance of basic nutrition and its value to a good physical maintenance program <p>Ability to:</p> <ol style="list-style-type: none">1. Effectively manipulate and calibrate physical abilities testing equipment2. Give clear and precise instructions3. Respond effectively and administer basic cardiopulmonary resuscitation in emergency situations4. Work cooperatively with others as a team5. Work under general supervision6. Conduct training sessions on physical fitness and health maintenance, practices, and benefits
ELIGIBLE LIST INFORMATION	The eligible list resulting from this examination will be used to fill vacancies in Covina and Sacramento. Names of successful competitors are merged into the list in order of final scores, regardless of date. Eligibility expires 48 months after it is established.
VETERANS' PREFERENCE CREDIT	Veterans' preference credit will be added to the final score of all competitors who are successful in this examination and who qualify for, and who have requested these points. Due to changes in the law, which where effective January 1, 1996, veterans who achieve permanent civil service status are not eligible to receive veterans' credit.

GENERAL INFORMATION

For an examination without a written feature, it is the candidate’s responsibility to contact the Department of the Youth Authority, Personnel Management Services Division, Examination Unit, 4241 Williamsborough Drive, Suite 115, Sacramento, CA 95823, (916) 262-1338, three weeks after the final filing date if he/she has not received a progress notice.

It is the candidate's responsibility to contact the Department of the Youth Authority three days prior to the day of the oral interview if he/she has not received his/her notice.

If a candidate's notice of oral interview or performance test fails to reach him/her prior to the day of the interview due to a verified postal error, he/she will be rescheduled upon written request.

The Department of the Youth Authority reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service laws and rules and all competitors will be notified.

General qualifications: Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment and ability to work cooperatively with others; and have a state of health consistent with the ability to perform the assigned duties of the class. A medical examination shall be required for all applicants. In open examinations, fingerprinting and investigations of employment records and personal history shall be required.

Interview scope: If an interview is conducted, in addition to the scope described on this bulletin, the panel will consider education, experience, personal development, personal traits and fitness. In appraising experience, more weight will be given to the breadth and recency of pertinent experience and evidence of the candidate’s ability to accept and fulfill increasing responsibilities than to the length of his/her experience. Evaluation of a candidate’s personal development will include consideration of his/her recognition of his/her own training needs; his/her plans for self-development; and the progress he/she has made in his/her efforts toward self-development.

Veterans' preference credit: California law limits the granting of veterans' preference credit to entrance examinations. When credit is granted in an open examination it is as follows: 10 points for veterans, widows or widowers of veterans, and spouses of 100%-disabled veterans; and 15 points for disabled veterans. When credit is granted in an open non-promotional examination it is as follows: 10 points for disabled veterans and 5 points for other veterans. Directions for applying for veterans' preference credit and definitions of "veteran" and "disabled veteran" are available on the application for veterans' preference form (SPB Form 1093), which is available from the State Personnel Board at 801 Capitol Mall, Sacramento, CA 95814 or by contacting the Department of the Youth Authority at (916) 262-1338. Due to the changes in the law, which were effective January 1, 1996, *veterans who have achieved permanent civil service status are not eligible to receive veterans' preference credit.*

Policy of nondiscrimination on the basis of disability and equal employment opportunity statement: The Department of the Youth Authority does not discriminate on the basis of disability in employment or in the admission and access to its programs or activities. Information concerning the provisions of the Americans with Disabilities Act (ADA), and the rights provided thereunder, are available from the ADA Manager, Equal Employment Opportunity/Community Participation Office, 4241 Williamsborough Drive, Suite 201, Sacramento, CA 95823, (916) 262-1475.

Appeal information: You may file a written appeal to the State Personnel Board at P.O. Box 944201, Sacramento, CA 94244, to review your rating if you believe that the panel failed to follow prescribed standards or procedures or misinterpreted the minimum qualifications prescribed for the class; or if you can demonstrate that the rating was the result of fraud, or of discrimination within the meaning of Sections 19702 or 19703 of the Government Code, or of other improper acts or circumstances. ***The appeal must be filed within 30 days after the notice of examination results were mailed and must state the facts, information or circumstances upon which the appeal is based.*** Appeals are heard by the State Personnel Board in public hearings held in Sacramento, San Francisco and Los Angeles.

MISSION AND VALUES

The mission of the Youth Authority is to protect the public from criminal activity by providing education, training and treatment services to youthful offenders committed by the courts; directing these offenders to participate in community and victim restitutions; assisting local justice agencies with their efforts to control crime and delinquency; and encouraging the development of state and local programs to prevent crime and delinquency.

In order to enhance our ability to accomplish our mission, we have a shared set of values. **We value:**

- The worth of the individual:** We treat all people with dignity, respect and consideration.
- People's ability to grow and change:** We believe people have the ability to grow and change, and we provide the opportunity for them to do so.
- Staff as our greatest resource:** We encourage staff to develop personally and professionally and to participate in decision-making.
- Ethical and moral behavior:** We demonstrate a behavior which is fair, honest, and ethical both on and off the job.
- Citizen participation:** We invite public involvement, support and assistance to plan, deliver and evaluate programs.
- Excellence:** Our performance demonstrates a commitment to and recognition of quality, dedication and innovation.
- A safe and healthy environment:** We believe that physical and mental health are important and our commitment is to provide a safe and secure working and living environment.

Department of the Youth Authority

Personnel Management Services Division
4241 Williamsborough Drive, Suite 115
Sacramento, CA 95823
Telephone: (916) 262-1338
Toll-free: 1-866-466-4CYA (4292)
Web site: www.cya.ca.gov

California Relay Service for the Hearing Impaired
From TDD phone: 1-800-735-2929
From voice phone: 1-800-735-2922

Recorded examination line: (916) 262-1328